

# LOS ALAMOS NATIONAL LABORATORY - HOUSING OFFICE

## HOUSING REQUEST

Address: LANL, Housing Office, P.O. Box 1663, MS-P247, Los Alamos, NM 87545  
Phone: (505) 667-1726, Fax: (505) 665-5419

SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Z# \_\_\_\_\_ Male \_\_\_\_\_ Female

Name: (last) \_\_\_\_\_ (first) \_\_\_\_\_ (middle) \_\_\_\_\_

Home Address: (street) \_\_\_\_\_  
(city) \_\_\_\_\_ (state) \_\_\_\_\_ (zip code) \_\_\_\_\_  
(home phone) \_\_\_\_\_

Business Address: (not LANL)

\_\_\_\_\_  
(business phone) \_\_\_\_\_

LANL Group: \_\_\_\_\_ Mail Stop: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
(LANL phone) \_\_\_\_\_ Email address: \_\_\_\_\_

Program: (check one)

\_\_\_ GRA \_\_\_ AWU \_\_\_ Consultant \_\_\_ Contractor \_\_\_ Collaborator  
\_\_\_ UGS \_\_\_ HBCU \_\_\_ PostDoc \_\_\_ Intern/Co-op \_\_\_ SERS  
\_\_\_ SARA \_\_\_ AMOP \_\_\_ New Hire (Regular) \_\_\_ Other (please specify) \_\_\_\_\_

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### HOUSING REQUIREMENTS:

**NO SMOKING, NO PETS, NO CO-ED (NON MARRIED) ASSIGNMENTS**

**MONTHLY RENT: \$500.00 (DUE AND PAYABLE ON THE FIRST DAY OF EACH MONTH)** - First and Last months' rent will be collected at time of check-in. This can be waived if applicant pays rent through payroll deduction

**DEPOSIT REQUIRED (MUST ACCOMPANY THIS REQUEST) - \$100.00 (\$50.00 OF THIS DEPOSIT IS A NON-REFUNDABLE CLEANING FEE - \$50.00 MAY BE REFUNDED UPON CHECK-OUT)**

**List any near relatives living within 60 miles of Los Alamos (name, address, phone number)**

\_\_\_\_\_  
(Anyone who lives or has near relatives within 60 miles of Los Alamos is not eligible for LANL Housing)

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### ASSIGNMENT INFORMATION:

ARRIVAL DATE: \_\_\_\_\_ DEPARTURE DATE: \_\_\_\_\_

# OF ADULTS: \_\_\_\_\_ # OF CHILDREN: \_\_\_\_\_ AGES: \_\_\_\_\_

(Available apartments are kitchenettes and one bedrooms only)

SPECIAL REQUIREMENTS: \_\_\_\_\_

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NOTE: The number of students seeking housing during the summer months (May-Sept) far exceeds the space available. Therefore, we require double occupancy of LANL apartments during this time. Unless the Housing Office is notified in writing, personal data (name, address, and telephone numbers) will be disclosed to roommate upon request. Once an assignment is made, changes in arrival date may result in monetary penalties and/or loss of housing assignment. Failure to notify the Housing Office of changes in arrival dates will have the same results.

This form must be accompanied by proof of LANL affiliation (Personnel Action or Offer Letter)  
Please provide all requested information - incomplete applications will be returned

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Date Received in Housing Office: \_\_\_\_\_ Date Deposit Rec'd: \_\_\_\_\_

HOUSING ASSIGNMENT: \_\_\_\_\_ ROOMMATE: \_\_\_\_\_